Vincennes University

CSA Crime Reporting Form

Campus Security Authority:

This Report Form is only to be used by designated Campus Security Authorities (CSAs) to report allegations of Clery Act crimes. All others should contact the Vincennes University Police directly. For questions about this form or your reporting obligations, please email clerycompliance@vinu.edu or call 812-888-5143. Email completed form to clerycompliance@vinu.edu.

Submitting a report using this form **DOES NOT** initiate a law enforcement investigation or automatically generate a police report. This information will be used to classify, count, and report Clery Crimes. If a crime reported to you is an **emergency**, could be a **continuing and/or ongoing threat** to the campus community, and/or if the person reporting the crime wants the crime investigated by law enforcement, it should be reported to the Vincennes University Police Department immediately by calling 911 or 812-888-5555. This will help ensure that notifications regarding campus safety can be sent to the campus community in a timely manner.

CSA Submitting this Report:

Name: _____ Title/Department: _____

Email: _____ Phone Number: _____

Dates Regarding Incident:

Date and time this crime was reported to you (CSA): _____ Time: _____

Approximate date(s) the crime occurred: _____

Approximate time(s) the crime occurred: _____

Who is Reporting the Incident:

Victim ◯ Witness ◯ Offender ◯ Third Party ◯

Who - Reporting Party Information:

(Do Not fill out this section if the person wishes to remain anonymous)

First Name: _____ Last Name: _____ Phone Number: _____

Address: _____ Email: _____

Does the Victim wish to be contacted by Law Enforcement? ◯ Yes ◯ No

Who - Offender Information:

First Name: _____ Last Name: _____ Phone Number: _____

Address: _____ Email: _____

Provide any other information or description: _____

Does Offender have any known relationship with the victim? ◯ Yes ◯ No

If "Yes", select a relationship:

- ☐ Is a spouse of the accused
- ☐ Is a former spouse of the accused
- ☐ Is an intimate partner of the accused
- ☐ Is in a dating relationship with the accused
- ☐ Is a minor child under control of the accused
- ☐ Is a minor child living with the accused
- ☐ Has a child in common with the accused
- ☐ Is an adult family member living with the accused
- ☐ Lives/has lived with the accused in past year
- ☐ Is incapacitated and under control of the accused

Potential Witnesses:

Are there any potential witnesses? ◯ Yes ◯ No

If "Yes", provide identifying information: _____

_____

Description of Crime:

What Attempted or Committed Crime was reported? *(Select all that apply)*

- ☐ **Murder / Non-Negligent Manslaughter** - The willful (non-negligent) killing of a human being by another.
- ☐ **Negligent Manslaughter** - The killing of another person through gross negligence.
- ☐ **Rape** - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent.
- ☐ **Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, without consent (including times when a victim might be incapable).
- ☐ **Statutory Rape** - The sexual intercourse with a person who is under the statutory age of consent.
- ☐ **Incest** - The sexual intercourse between persons who are related to each other (where marriage is prohibited by law).
- ☐ **Robbery** - The taking / attempting to take something by force, violence, threat, or by putting victim in fear.
- ☐ **Aggravated Assault** - The unlawful attack upon another with intent to inflict severe injury or great bodily harm.
- ☐ **Burglary** - The unlawful entry into a structure to commit a felony or theft.
- ☐ **Motor Vehicle Theft** - The theft of automobiles, trucks, etc., including "joyriding" (taking by a person without lawful access)
- ☐ **Arson** - The willful or malicious burning / attempt to burn of a structure, vehicle, or personal property of another

☐ **Dating Violence** - The violence (including sexual or physical abuse or the threat of such abuse) between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. the length of the relationship;
2. the type of relationship; and
3. the frequency of interaction between the persons involved in the relationship

The term does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

☐ **Dating Violence** - any felony or misdemeanor crime of violence committed

a. By a current or former spouse or intimate partner of the victim;
b. By a person with whom the victim shares a child in common;
c. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
e. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. felony or violence

☐ **Stalking** - The engaging in two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property to cause a reasonable person to

a. Fear for the person's safety or the safety of others; or
b. Suffer substantial emotional distress.

☐ **Other Crime** (Explain)**:** _____

_____

Hate Crimes *(only complete this section if a crime was motivated by hate or bias)*

☐ **Larceny / Theft** - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another

☐ **Simple Assault** - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury

☐ **Destruction/Damage/Vandalism of Property** - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having control.

☐ **Intimidation** - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct

Note: The above the crime definitions are meant to be a quick-reference guide and are not meant to substitute for the official definitions provided in the Federal Bureau of Investigation (FBI) Uniform Crime Reporting (UCR) handbooks or in statutes/ordinances governing local jurisdictions.

A Hate Crime occurs when a criminal offense is committed against a person or property and the crime is motivated, in whole or in part, by the offender's bias. In addition to the other criminal offenses listed in this form, larceny/theft, simple assault, intimidation, and vandalism (damage/destruction of property) are reportable when motivated by bias against a protected class. For example, an Aggravated Assault motivated by the offender's bias is reportable both as an Aggravated Assault and Aggravated Assault-Hate Crime. However, a theft is only reportable when it was motivated by the offender's bias. If a hate (bias) related crime was reported to you, please complete the following information about the type of bias involved in the crime.

Is there evidence that the victim was specifically targeted because of hate or bias?

◯ **No**

◯ **Yes,** *(Please indicate at least one and/or any category of bias that applies to this crime:*

☐ Race ☐ Gender Identity ☐ Ethnicity ☐ Sexual Orientation

☐ Gender ☐ Religion ☐ Disability ☐ National Origin

Describe the specific hate or bias action or speech: _____

_____

Referrals for Disciplinary Action

Certain student and employee law violations referred to Student Affairs, Human Resources, Housing and Residential Life, etc. must be reported. The need to report these is rare as policy requires University Police be contacted to investigate these crimes. For the following violations, please select the appropriate categories and indicate how many persons were referred from each and whether the same person was referred for multiple.

☐ **Liquor Law Violations**
(Possession, Use, Transporting, etc.)

How Many? _____

☐ **Drug Law Violations**
(Possession, Use, Transporting, etc.)

How Many? _____

☐ **Weapon Law Violations**
(Carrying, Possession, Use, etc.)

How Many? _____

List Each Person Referred: _____

_____

Location of Crime:

Which Campus is the crime being reported for? ◯ **Vincennes** ◯ **Jasper**

Select appropriate Clery Geography:

◯ **On Campus**
(All Campus Property, All Campus Buildings, Parking Lots, Kimmel Park, Blemker Field, etc.)

◯ **On Campus Student Housing**
(All Campus Residence Halls, Campus Apartments, French Quarters, N. 3rd Street Apartments, ASL, etc.)

◯ **Non-Campus**
(ATC, ASL, Gibson Center, VU AG, Diesel Tech, Gene Haas Center, Military Sites, O'Neal, Robeson Hills, Leased Space or Land, etc.)

◯ **Public Property**
(All Campus Streets, Sidewalks along Streets, Any Public Property immediately adjacent to Campus, etc.)

◯ **Other**
(Check this box if you are unsure whether the crime occurred at a Clery reportable location)

***Note: The Jasper Campus does not have any Student Housing or Non-Campus Property*

What best describes the location of the crime? (Be as specific as possible: list building address, building or department name, office or room number, intersections, City name, street names, house number, etc.)

_____

Crime/Incident Details:

Describe the crime/incident in full detail. This will be used in determining the proper classification under the Clery Act, will help identify any continuing or ongoing threat, and will aide in preventing duplicate reporting.

Has this incident already been reported to the VU Police, other law enforcement, or to another CSA?

○ Yes ○ No ○ Unknown

If "yes", please provide the following:

Agency, Department, Office, or CSA: _____ Report Number: _____

Submitting Report:

Before submitting this Report via one of the two methods below, please check to ensure all areas are completed and ensure you have read over the Important Reminders noted below.

1) ***SIGN*** below (digitally signing will submit this report via email):

_____
Submitting CSA Signature

Alternate Method of Submission: ***PRINT, SIGN,* and ***EMAIL*** completed report to clerycompliance@vinu.edu.

2) ***RETAIN*** a copy of this report in your Department records (7 years).

IMPORTANT REMINDERS:

****Crime Reporting*** - It is the policy of Vincennes University to ensure that the victims and witnesses to crimes are aware of their right to report criminal acts to the Vincennes University Police Department (812-888-5555). CSAs should ask the reporting party if they would like to report the crime to University Police. If the reporting party wants University Police contacted, the CSA should contact University Police and if the CSA can verify that University Police responded and took a police report, then it is not necessary for the CSA to complete and submit this form. However, if the CSA cannot verify that University Police responded and took a police report, then the CSA must complete and submit this form. Based on information received, UPD will determine the category of the crime or incident and the location under which the incident should be reported and disclosed in the Annual Security and Fire Safety Report (ASFSR). The Clery Act and associated legislation requires that each department's records related to the Clery reportable crime statistics be retained for seven years.

****Anonymity*** - If a crime reporting party requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

****Sexual Offenses*** - CSAs reporting that a student or employee reported an incident of sexual misconduct should also report the incident to the Title IX Coordinator.

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Was the incident previously counted? No Yes, Counted By: _____

Police Report #: _____ Agency: _____

Clery Crime Classification: _____

Clery Geography: _____

Disclosure Calendar Year(s): _____ Number of Crimes Counted: _____

Notes: _____

_____